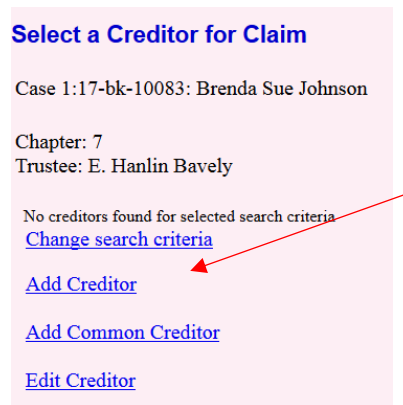


Procedure for a Debtor Filing a Proof of Claim on Behalf of a Creditor

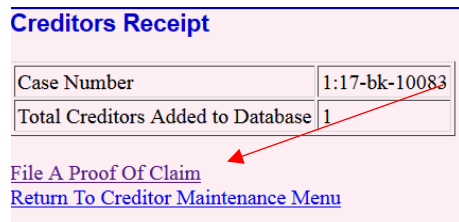
1. Select File Claims from the Bankruptcy Events menu.





2. If the creditor you are seeking to file a claim for is not already in the system select Add Creditor.



3. Once the creditor is added select File A Proof of Claim.



4. Enter in the claim information. From the drop-down menu there will be 4 options: Creditor, Debtor, Trustee and Attorney. The only selection that should be used is Debtor. Using Debtor allows the Clerk's office to get notice of the filed claim. The Clerk's office then sends a notice to the affected creditor in accordance with the Clerk's duties under the Bankruptcy Rule 3004.

Proof Of Claim Information For		
68678 - Mortgage Creditor 123 Main St. Cincinnati, OH 45202		
Case Number: 1:17-bk-10083	Amends Claim #: <input type="text"/> <input type="button" value="Find"/>	Filed By: Debtor 
Last Date To File:	Date Filed: 11/13/2018 	
Last Date To File(Govt):		
Claimed		
Amount Claimed <small>Enter the Total Amount of Claim as of Date Case Filed (incl. secured, priority, general unsecured & unknown)</small>	Secured <small>If all or part of your claim is secured, enter the secured amount (Item 9 on Official Form 410)</small>	Priority <small>If all or part of your claim is entitled to priority, enter the priority amount (Item 12 on Official Form 410)</small>
Description:		
Remarks:		
Amend options: <input type="radio"/> Clear Amounts, Description, and Remarks <input type="radio"/> Clear Description/Remarks <input type="radio"/> Clear All Amounts		
<input type="button" value="Next"/> <input type="button" value="Clear"/>		

5. Attach your proof of claim form and supporting documents (if any). Then file the claim. When completed you will receive the Notice of Electronic Claims Filing.

Notice of Electronic Claims Filing

The following transaction was received from 1ac on 11/13/2018 at 11:01 AM EST

[File another claim](#)

Case Name: Brenda Sue Johnson
Case Number: [1:17-bk-10083](#)
Creditor Name: Mortgage Creditor
123 Main St.
Cincinnati, OH 45202
Claim Number: 1 [Claims Register](#)
Amount Claimed: \$1000.00
Amount Secured: \$1000.00
Amount Priority:

The following document(s) are associated with this transaction:

1:17-bk-10083 Notice was electronically served on the date of entry on the following recipients:

1:17-bk-10083 Notice was not electronically mailed to: